



BRUNSWICK
AQUATIC
CLUB

THE GATORS SWIM TEAM HANDBOOK

[Guide for Coaches, Swimmers & Parents]



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Brunswick Aquatic Club

The Gators Swim Team Handbook

OUR TEAM VISION

To become a world-class competitive swim team.

OUR TEAM MISSION STATEMENT

To empower Brunswick County's emerging generations to be the best they can be, for a lifetime, in and out of the water.

OUR CENTRAL THEME

The Brunswick Aquatic Club (BAC) is a parent-run, competitive club, emphasizing individual and team growth. The BAC embraces all levels of competitive swimmers, providing every athlete with the best possible environment and resources that will allow each athlete to progress from novice to the highest levels of competition. The BAC promotes excellence at all levels, fosters outstanding volunteer support, and aims to develop the character and self-discipline necessary to succeed not only in swimming, but also in life away from the pool.

OUR PHILOSOPHY

Be the best you can be!

The BAC is committed to guiding and directing athletes toward maximum development of their talents and abilities. The BAC Coaching Staff endeavors to teach, train, and motivate young people to achieve their ultimate potential in swimming, in the belief that this experience will prove valuable to them as they grow and develop.

The BAC program strives to instill in young swimmers an understanding of and appreciation for, such concepts as self-esteem, personal accountability, self-discipline, goal setting, and goal achievement. It is our belief that the road to success is as important as success itself.

At each level of the BAC program, swimmers, with their coach(es) set goals and they are encouraged to strive for personal excellence, to work as hard as they can to become the best they are capable of becoming. This philosophy is consistent throughout our program, and every swimmer, from novice to Olympic hopeful, is encouraged to be the best they can be.

Also, as a 501(c)(3) non-profit charitable organization, the BAC endeavors to provide financial assistance to those who qualify. Please see our Financial Aid Policy in the Appendix.

OUR TEAM STRUCTURE

The team has two separate & distinct aspects of decision making – the “wet side” and the “dry side.”

First, the coaches make all “wet side” decisions regarding individual swimmers, training, meet participation, etc. Our coaches are professional, seasoned veterans of swimming, with many swimming titles and coaching knowledge.

Second, the Board makes “dry side” financial and policy decisions regarding the team. The Board is composed of elected, volunteer parents who work to organize events, fundraising, and other items the team needs to operate, as well as the Head Coach. It is important to remember that the Board needs your assistance in these endeavors to make the team successful!

We require parents to volunteer their time and get involved. There are many ways for you to contribute!

PARENTS’ RESPONSIBILITIES IN THE TEAM STRUCTURE

In order to have a successful program, there must be strong support from the parents.

Here are some “rules of the game” that we ask all parents to follow.

- On the pool deck, the coach is the coach! All coaches have the swimmers’ best interests at heart. It is important that parents allow coaches to do the job they have been hired to do, without interference. The coach’s job is to motivate and constructively criticize the swimmer’s performance. It is the parent’s job to support the coach by being loving and encouraging to your swimmer.
- Questions and concerns about coaching should be raised with the coach, not Board members. Financial questions and concerns should be raised only with the Board members, not the coach.
- Parents must make every effort to have swimmers at practice consistently and on time. At the conclusion of practice, parents should be present at the pool to pick up their child. Please, do not place the coach or other parents in the position of looking after your child until you arrive.
- We expect parent volunteers to assist with many aspects of team management, fundraising, governance through committee participation, and in running our home meets each year. Just a few hours of time can go a long way to making this the best experience possible for your child. Your active participation sends a clear signal to your child that this is a worthwhile activity, which will help him/her be excited, even in those long practices!

COMMUNICATION

BAC maintains a web site and attempts to keep it current. Visit it often at www.gatorsswim.com. Communication between the parents, board members and coaches may be done through your member login.

During the registration process, we ask each parent for both a current e-mail and text contact information. If you prefer only one means to contact you, BAC will send communication via the
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contact method you provide. Otherwise, we will provide communication from BAC via both e-mail and text messages.

How to communicate with BAC:

1. E-mail: This is the preferred method of communication. Please e-mail the coach(es) with questions you may have pertaining to “on deck” issues. To do this go to the website and click on the coaches tab at the top of the page. There you can select the coach to email; or, you can send an email to the BAC gators email address at bacgators@gmail.com . Our coaches will be available to answer your questions at their earliest convenience.

Please e-mail the Board with any questions regarding team policies and financial issues. To do this, email at bacgators@gmail.com to prepare an email for the Board. Please allow time for response as our Board members are parent volunteers. However, we do want to answer all of your questions, so please be patient.

2. Team Website: We are constantly working to make our website more informative for all BAC families and prospective families. Please get into the habit of checking our site regularly for your various BAC needs. You can always find most of the information you will need on our site such as practice and meet scheduling, team news and updates, important dates and deadlines, meet and volunteer sign-ups, billing information, and much, much more. Even better, make our site your homepage.
3. In-Person Meeting: We realize that sometimes you will want to speak with someone in-person to have your questions answered or address your concerns. We will be available to accommodate you in this regard. **HOWEVER, PLEASE REFRAIN FROM TALKING TO THE COACHES DURING PRACTICE AS IT DISTRACTS THEM FROM THEIR RESPONSIBILITY TO PROVIDE OVERSIGHT DURING THE SESSIONS.** If you would like to speak with either a coach or Board member for an extended discussion, the best thing to do is e-mail the appropriate person and set up a time to do this, either before or after a practice. Setting up a time in advance will ensure that the person will be available to provide you with the proper attention.
4. By Phone: Please contact only the head coach by phone, and please reserve all phone calls for pressing issues as opposed to day-to-day BAC questions. If you are calling, please be mindful of the time the call is placed. After practice at night, it is late and the team’s head coach would prefer to deal only with urgent matters. If it is an emergency, please leave a message if the coach is not available, and he/she will get back to you right away.

ATHLETE PROTECTION

We believe that the experience of children and young athletes in all organized sports should be guided by what is best for the safe and healthy development of the young person. Young athletes who participate in organized sports activities have a unique opportunity for learning. In working with each child, it is essential that we are mindful of their physical, emotional, and developmental needs. We must also be particularly diligent in recognizing the unique vulnerabilities that are an inherent part of childhood. It is the responsibility of all adults to not only recognize these vulnerabilities, but to develop the knowledge and skills needed to create and maintain a safe and child-centered sports environment.

We recognize the important role that BAC plays in providing leadership and creating an organizational culture that is focused on the safety and wellbeing of young people. The protection of children requires that all adults work together to support young athletes. As the child's first and enduring resource for safety, parents and guardians play a critical role in athlete protection. When parents participate they are able to help educate other adults about the needs of the child, and help prepare the child to participate in sports programs in a way that promotes safety, enjoyment, and learning.

Adults, including coaches, officials, staff, facility workers, volunteers, chaperones, and others who interact with children, are also in positions of great trust and influence. The ability to use this position of trust to support the well-being of children is critical. The overwhelming majority of these adults fulfill their roles in a positive and responsible manner. Nonetheless, we must also understand that a few adults may seek to use the trust and authority that comes with their access and status to take advantage of a child.

BAC strives to continually improve the programs and services it offers to its members and among these some of the most important relate to the safeguards for protecting young athletes. Because we aspire to foster safe and positive environments within our club, we believe it is especially important to provide our member adult leaders with policies and best practice guidelines that help define elements of appropriate behavior and conduct.

Our Athlete Protection Policy and Procedure may be found in the Appendix.

THE AGE GROUP PROGRAM

The BAC uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation is placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge is introduced to the training program.

In addition to emphasizing long-term rather than short-term results, we have established training groups for swimmers that are compatible in respect to abilities, commitment levels and goals. At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each child is different, he or she will progress at his or her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

BAC Group Descriptions

There are 7 groups within the swim team. Each swimmer is placed with consideration given to their age, ability to work during practice sets, how polished their stroke techniques are, and how much time the swimmer is willing to commit to the sport. The coaches will place swimmers according to their ability and willingness to do what's expected of athletes in that group. In addition, we consider which group placement will have the greatest benefit for the development of that swimmer. Group descriptions are never "set in stone." Group alignments are dynamic and flexible according to the numbers, pool space, available staff and workout schedule. Assigned roster placement is a sensitive topic on any swim team. At BAC, we simply ask parents and swimmers to trust the professional judgment of the coaching staff when it comes to roster group placement.

Note: These descriptions represent a first attempt by the BAC coaching staff to **publicly** identify/define each of our training groups. It's possible that not all members of a given roster group will have met the stated requirements, but have been "grandfathered in". It is likely that there will always be some flexibility at the entry level and graduation between groups.

FULL GROUP DESCRIPTIONS CAN BE FOUND ON OUR WEBSITE AT
<https://www.teamunify.com/team/ncbwac/page/swim-groups>

OUR COACHES CODE OF CONDUCT

Children take their lead from adults who have been entrusted to educate and act as role models. No person, other than a parent, has more influence and impact on the behavior of a child than a coach or teacher. It is critical that coaches display proper behavior and lead at all times.

All BAC Coaches shall:

- Treat everyone equally regardless of gender, disability, ethnic origin or religion.
- Respect the talent, developmental stage, and goals of each athlete in order to help each athlete reach their full potential.
- Maintain a high standard of integrity.
- Refrain from any form of verbal, physical and emotional abuse toward anyone.
- Be alert to any form of abuse directed towards swimmers from other sources while they are in your care.
- Operate within the rules of the sport, and in the spirit of fair play, while encouraging all swimmers to do the same.
- Advocate an environment free from drugs and other performance enhancing substances.
- Not disclose any confidential information relating to any swimmer without prior written consent of the swimmer or the minor swimmer's parents.
- Be professional and accept responsibility for their actions.
- Accurately represent any personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches.
- Provide swimmers with planned and structured training programs appropriate to their needs and goals.
- Seek advice and assistance from professionals when additional expertise is required.
- Ensure that equipment and facilities meet all safety standards.
- Encourage swimmers to seek medical advice where appropriate.

In accordance with BAC's Grievance Policy & Procedure (See Appendix), any complaints concerning a coach who has violated this code should be brought to the attention of the Board of Directors. All complaints will be thoroughly investigated and responded to in a timely manner. All decisions by the Board of Directors will be final.

Consequences for coaches may include, but are not limited to:

- Being placed on probation
- Suspension from duties for a defined period of time
- Removal from the Club.

OUR SWIMMER CODE OF CONDUCT

The swimmer, coach and parents are all necessary links in carrying out our philosophy. In order to accomplish these goals, swimmers have the following responsibilities:

- Attend training sessions on time and with all the necessary equipment (cap, goggles, swimsuit and towel).
- Inform your coach when you cannot make practice or fulfill other team obligations.
- Establish reasonable and achievable goals and practice to succeed.
- Recognize that dry land training may be a part of practice and generally is not optional.
- Keep communication lines open with your coach. Always share your goals, concerns and questions to ensure the best season possible.
- Be attentive to Coaches at all times.
- Follow instructions from the Coach without argument or debate.
- Compliment and encourage your teammates to build a positive team spirit.
- Practice good sportsmanship by also complimenting your competitors on a good race.
- Respect our host facility and follow its rules and regulations.
- Participate in fund-raising activities to support the team and to promote our program in the community.
- Remember, you represent the BAC and the Gators Swim Team.
- Most important, HAVE FUN!

Swimmers should arrive at practice at least 10 minutes early to prepare for practice. Swimmers arriving late disrupt the warm-up process and often miss their own warmup. This may lead to injury during practice.

Plan to stay the ENTIRE practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. If a swimmer must leave practice early, please notify the coach **before** practice begins to minimize disruptions during the practice session. Please be aware that practice schedules often change around swim meets. Check your email and /or coach about potential changes.

Swim Meets

- Recognize that Coaches give serious consideration when choosing events for each athlete and events must not be changed by athletes or parents.
- Always show up for every meet and event entered in, unless unable to do so due to illness, injury, or personal emergency.
- If at all possible, please notify the coach at least twenty-four hours prior to a meet if unable to compete.
- Always arrive in good time for every meet.
Attend required meets wearing team apparel. (Labeling all items with indelible marker is highly recommended).
- Check in with coaches when you arrive
- Be on deck for warm up at the appropriate time

- Wear BAC approved team suits and swim caps during swim meets (though special racing suits may be worn instead).
- Recognize that only coaches can grant permission to scratch an event.
- Check in with the coach before and after each event.
- Stay until the end of the meet and cheer for team members.
- Clean up after yourself, and leave the area clean and tidy at the end of the meet.
- If a home meet, stay to assist with cleanup and “break down.”

Consequences for Inappropriate Behavior

In accordance with BAC’s Disciplinary Code and Procedures (see Appendix), the BAC coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion in imposing any discipline, and that any disciplinary action will take into account:

1. the nature and severity of the conduct,
2. any prior disciplinary actions regarding the swimmer,
3. the adverse effect of the conduct on other swimmers,
4. the application of the Code of Conduct, and
5. the application of the Disciplinary Code and Procedures.

Examples of disciplinary action include verbal warning, temporary time out from a practice, notification to the swimmer’s parents, temporary suspension from some or all of BAC activities, and expulsion from BAC. These examples are not exclusive, and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action. However, the coaches will take any immediate action that is necessary under the circumstances to ensure the safety of swimmers.

Grievance Policy and Procedure

The Brunswick Aquatic Club is committed to providing a safe and supportive environment for its coaches and swimmers. As part of this commitment, BAC has established a procedure to resolve grievances regarding the conduct of swimmers and coaches. This procedure is intended to:

1. place primary responsibility with the BAC coaches to resolve disputes between swimmers and take necessary disciplinary action regarding inappropriate conduct by swimmers; and
2. provide a timely and equitable procedure for the review of the coaches’ disciplinary decisions, and for addressing issues regarding coaches’ conduct. The Grievance Policy and Procedure may be found in the Appendix to this Handbook.

OUR PARENT CODE OF CONDUCT

The BAC is a volunteer-staffed organization, whose primary goal is to provide a safe, enjoyable environment in which our children can develop their swimming skills to the best of their abilities.

The role of the parent is critical in the success of our program. Therefore, it is important that all parents follow the guidelines set forth below.

- Always keep in mind that the BAC's primary emphasis is on developing the skills of all swimmers in a safe and fun environment. Although competition is a natural part of sporting activities, do not make winning the primary goal for you or your child.
- Support your child and his/her team in a positive manner.
- Always show support and respect for ALL coaches, officials, parents and swimmers.
- Accept the decisions of the coaches concerning training, meet entries, and all other aspects of your child's development as a swimmer. The coaches know your child's abilities and always have the child's best interests at heart.
- Any concerns should be discussed with a Coach in private. Please do not discuss issues, problems or concerns with a coach during training times. Make an appointment with the coach, and all discussions should be held in private. (The Head Coach will advise parents as to when he/she is available for such discussions.)
- Make every effort to deliver your swimmer to training or swim meets at the designated time set down by the coaches.
- Contact the coach if your child will be unable to participate in a training session or meet prior to the start of that event.
- Fulfill your volunteer obligations willingly; knowing that the effort you put forth will directly impact your child's swimming experience.
- Take advantage of Parent Education opportunities. There is one mandatory attendance per year.

The Board of Directors will handle any disciplinary matters involving parents being non-compliant or acting inappropriately. Consequences for parents may include, but are not limited to the following:

- removal from the event in question
- exclusion from future events
- dismissal of the parent's child from the Club.

Another good Guideline for Parents is the **10 Commandments for Swimmers' Parents**, located in the Appendix.

OUR PARENT PARTICIPATION GUIDELINES

The BAC is an organization that is run by volunteers. The BAC organizes many events throughout the year and assists with the running of the team and swim meets, and all these

events require the assistance from many people to run successfully. The purpose of this document is to ensure that families in the BAC are fully aware of their volunteer responsibilities, which in some cases are now compulsory.

Activities that require parent participation include, but are not limited to:

- Service on the Board of Directors (a two year commitment is required)
- Service on the Team Management Committee (a minimum of one year commitment), which includes jobs like store keeper, swimmer incentives, team social events, communications, public relations, website maintenance etc.
- Service on the Meet Management Committee, which has primary responsibility for the smooth execution of home meets (multi-year participation is appreciated, as training and certification is required for some positions).

General Responsibilities for all parents/volunteers

- Lead by example;
- Commit to yourself to serve your children through a few hours of volunteer time per month;
- Attend Committee meetings to which you have committed yourself;
- Attend Parent Education meetings, held at least annually;
- Pursue education and certifications for your future participation as a meet official; and
- Promote the BAC Gators Swim Team to obtain sponsors, grants and donations to keep our team affordable and fund scholarships for those in need.

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POLICIES AND BEST PRACTICE GUIDELINES FOR ATHLETE PROTECTION

In order to provide a positive experience and a safe environment for athletes, all non-athlete adult members of Brunswick Aquatic Club (BAC) should maintain professionalism and avoid any appearance of impropriety in their relationships with athletes. Coaches, in particular, should recognize the influence, power and position of trust they have with athletes and should use these only in an athlete's best interest.

Policies

1. Inappropriate touching between an athlete and an adult non-athlete member or participating non-member is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.
2. Any rubdown or massage performed on an athlete by any adult member or participating non-member, excluding the spouse, parent, guardian, sibling or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.
3. Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.
4. Staff and volunteers of BAC who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.

Travel

1. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.

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FINANCIAL AID POLICY AND PROCEDURE

BAC financial assistance is available to BAC swimmers, who are not in a position to meet expenses without financial assistance. Funds are applicable to monthly dues only.

All applications, deliberations, and decisions shall be held in the strictest confidence.

Application Procedures:

Complete the following forms:

- General Information Sheet and Application (this may be found at the website under the About page- Financial Assistance)
- Assets/Liabilities and Monthly Budget Form
- Parents' Certification Form

Attach a copy of your most recent Federal Income Tax returns and mail to: BAC Financial Assistance, 786 Marsh Rose Path NW Calabash NC. 28467.

Evaluation Process:

The Finance Committee will review your application, using established criteria that are based solely on financial need. The Committee and the Head Coach will make a recommendation to the Board of Directors in regard to the application. A majority vote of the Board of Directors is required. The Finance Committee will notify you with regard to your application.

Revaluation Process:

The need for financial assistance will be reevaluated every six months to determine whether additional assistance is required, and the Financial Aid application is updated every six months. The IRS form will be reviewed each year. Please be advised that you are required to inform the Committee immediately if your financial situation changes prior to the six month reevaluation.

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TEN COMMANDMENTS FOR SWIMMING PARENTS

By Rose Snyder, Managing Director Coaching Division, USOC (adapted from Ed Clendaniel's 10 Commandments for Little League Parents)

1. ***Thou shalt not impose thy ambitions on thy child.*** Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push him based on what you think he should be doing. The nice thing about swimming is every person can strive to do his personal best and benefit from the process of competitive swimming.
2. ***Thou shalt be supportive no matter what.*** There is only one question you ask your child after a practice or a competition: "Did you have fun?" If meets and practices are not fun, your child should not be forced to participate.
3. ***Thou shalt not coach thy child.*** You are involved in one of the few youth sports programs that offers professional coaching. Do not undermine the professional coach by trying to coach your child on the side. Your job is to provide love and support. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. Never pay your child for a performance. This will only serve to confuse your child concerning the reasons to strive for excellence and weaken the bond between coach and swimmer.
4. ***Thou shalt only have positive things to say at a swimming meet.*** You should be encouraging and never criticize your child or the coach. Both of them know when mistakes have been made. Remember "yelling at" is not the same as "cheering for".
5. ***Thou shalt acknowledge thy child's fears.*** New experiences can be stressful situations. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event or meet if your child was not ready. Remember your job is to love and support your child through all the swimming experience.
6. ***Thou shalt not criticize the officials.*** Please don't criticize those who are doing the best they can in purely voluntary positions.

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7. ***Honor thy child's coach.*** The bond between coach and swimmer is special. It contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child.

8. ***Thou shalt be loyal and supportive of thy team.*** It is not wise for parents to take swimmers and to jump from team to team. The water isn't necessarily bluer in another team's pool. Every team has its own internal problems, even teams that build champions. Children who switch from team to team find that it can be a difficult emotional experience. Often swimmers who do switch teams don't do better than they did before they sought the bluer water.

9. ***Thy child shalt have goals besides winning.*** Most successful swimmers have learned to focus on the process and not the outcome. Giving an honest effort regardless of what the outcome is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. Does this make me a failure? No, in fact I am very proud of that swim." What a tremendous outlook to carry on through life.

10. ***Thou shalt not expect thy child to become an Olympian.*** There are 250,000 athletes in USA Swimming. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are about .0002%.

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BASIC INFORMATION ON COMPETITIVE SWIMMING

Competitive Strokes

The four competitive strokes are

- **Freestyle,**
- **Backstroke,** • **Breaststroke,** and
- **Butterfly.**

Events are held in all of the competitive strokes at varying distances depending on the age group of the swimmer. In addition, these strokes in combination and swam by one swimmer is called the **Individual Medley**. Other swimming events include **Relays**, which are a group of four swimmers who either all swim **Freestyle (Freestyle Relay)** or each swimmer swims one of the competitive strokes in the order of **Backstroke, Breaststroke, Butterfly** and **Freestyle (Medley Relay)**.

Very Basic Swimming Rules

- **Starts:** The swimmers are not allowed a “false” start, or leave from the starting position early. If they jump the start and the starter thinks they are trying to get an advantage (whether intentional or accidental), they will be taken out of the race. This is not like the Olympics where they are allowed two false starts. In some cases the race can be completed before the swimmer is disqualified to avoid disrupting the other competitors.
- **Strokes:**
 - **Freestyle-** Swimmers may swim any stroke and must touch the wall at each end of the pool during the turn or change of direction and at the finish.
 - **Backstroke-** Swimmers have to be on their back during the entire race and when they touch the wall. After the swimmer touches, they can then turn around, but they must push off on their back. At the finish a swimmer must finish on the back. A swimmer may not roll over and grab the wall until they have first touched it. More advanced swimmers will be taught how to incorporate a “flip” turn into their race, during which time the swimmer may roll to the front.

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- **Breaststroke and Butterfly:** Swimmers have to touch the wall with both hands at the same time. A swimmer may not freestyle kick off the wall in either breaststroke or butterfly. When swimming butterfly and breaststroke, both arms and legs must move at the same time and are a reflection of each other.

Swim Seasons

Swimming is divided into two seasons:

Short Course: This season runs from August through April. All meets are held at **25 yd.** pools. Events are measured in multiples of the 25 yd. length. Each length is a **lap**.

Long Course: The Long Course season usually begins in April and runs to the beginning of August. All long course meets are held at **50 meter** pools. Events are measured in multiples of the 50 meter length. Each length is a **lap**.

What Swimmers Need

At Practice

New parents are encouraged to discuss swim equipment with the Coach before purchasing any equipment.

- **Bathing Suit** - One for practice plus a “**Team**” suit for competition. Remember, we are a **TEAM** and have a uniform.
 - **Girls**- a one-piece competition style suit.
 - **Boys**- Jammers. Advanced swimmers may opt for more “technical” suits.
- **Goggles** – To protect the eyes from the effects of chlorine in the water.
- **Cap** – To keep hair out of the swimmer’s face. Once cap for practice and a team cap for competition.
- **Towel** - Large thick beach towel.
- **Water Bottle** - For hydration maintenance during practice and at meets.
- **Equipment** - per group description online.

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At Meets

For swim meets some items should be doubled. Extra goggles, cap, towel, water bottle, and suit are always a good idea. Parents should have a Sharpie Pen, a Highlighter, a chair for the swimmer and parent, some entertainment like a book or deck of cards or Game Boy, a small ice chest (if facility allows)with water, fruit, protein snacks (peanut butter sandwiches or turkey sandwiches). Remember, athletes cannot compete on a full stomach. Eat light during the meet.

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DISCIPLINARY CODE AND PROCEDURES

Whereas the Brunswick Aquatic Club is established to promote the sport of swimming and in the process help to develop the character of the individual swimmers,
Whereas, for the orderly operation of the Brunswick Aquatic Club certain rules and regulations and procedures for enforcing same must be established,

Whereas, it is the expressed intention of the Brunswick Aquatic Club to set forth procedures that will aid in identifying behavior the club finds undesirable and define a process for addressing an alleged occurrence.

Therefore, be it resolved that the following shall be the Disciplinary Code & Procedures:

This Disciplinary Code shall apply to all behavior occurring during or at an activity or function that is associated with the Brunswick Aquatic Club including, but not limited to: swim practice, swim meets, team trips, team outings, or individual group outings and addresses objectionable behavior by members of Brunswick Aquatic Club occurring outside of club activities.

The types of objectionable behavior shall be divided into three (3) classifications:

- **Class I** – Shall deal with the behavior that is considered very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. These are actions that are so detrimental that it is not desirable to have such a person associated with the team.
- **Class II** – Shall deal with behavior that is considered disruptive; having a detrimental effect on one's self, other members of the team, or the general public; causes significant damage to the reputation of the club and/or their coaches; leading to the possible injury of self or other persons.
- **Class III** – Shall deal with behavior that is somewhat disruptive; does not portray the Brunswick Aquatic Club in a good light; and other actions that are not in compliance for good behavior, as a member of a team or society in general.

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Class I Objectionable Behavior: Unacceptable Behavior (including, but not limited to): Sale or distribution of illegal drugs; conviction of felony and fighting that results in the severe bodily injury of any person (regardless whether at a club activity or not).

Disciplinary Procedure:

- Board shall send notice of hearing to parent/guardian and swimmer via certified mail.
- Hearing before a quorum of Board of Directors with parent/guardian and swimmer being given the opportunity to be present; the facts shall be presented by the Board President or his/her designee; Head Coach shall be present in advisory role.
- Board decision to be mailed to the parent/guardian and swimmer within one week via certified mail.

Recommended Discipline:

- May result in membership termination or other action, as determined by the board of directors.

Class II Objectionable Behavior: Unacceptable behavior as a member of the Brunswick Aquatic Club at Brunswick Aquatic Club team functions practices and meets. This behavior would include, but not be limited to: Possession or use of illegal drugs, alcohol, or tobacco, theft, or significant vandalism.

Disciplinary Procedure:

- Hearing before Disciplinary Committee consisting of three members of the Board of Directors chosen by a majority of the Board
- Committee shall send notice of hearing to Parent/Guardian and swimmer via certified mail with parent/guardian and swimmer being given the opportunity to be present;
- The facts shall be presented by the Board President or his/her designee; the Head Coach shall be present in an advisory role.
- Board Committee decision to be mailed to the parent/guardian and swimmer within one week via certified mail.

Recommended Discipline:

- **1st Offense** – Suspension* from the team for a minimum period of thirty (30) days of the swimmer’s season (these days may extend into the swimmer’s next season, if needed).

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- **2nd Offense** -Suspension* from the team for a minimum period of sixty (60) days of the swimmer's season (these days may extend into the swimmer's next season, if needed).
- **3rd Offense** – Shall be considered a violation of Class I Objectionable Behavior and handled according to the disciplinary proceedings of Class I Objectionable Behavior.

* Terms of suspension shall be spelled by the Disciplinary Committee and must be adhered to by the swimmer/parents in order to be reinstated by the Committee at the end of the suspension period. During the periods of suspension, swimmers remain a member of Brunswick Aquatic Club and thereby all dues and fees are still due in full from the swimmer. The swimmer cannot be reinstated until any fees and/or dues that are in arrears are paid in full. Additionally, during periods of suspension, all work session requirements remain the responsibility of the swimmer and any missed session will be charged in accordance with the then current fee schedule.

Class III Objectionable Behavior: Unacceptable behavior at Brunswick Aquatic Club practices, competitions and team functions that include, but are not limited to: minor vandalism, being disruptive in practices or meets, abusive language or behavior, insubordination to members of the coaching staff, chaperones, or others, littering, other acts of misconduct as determined by the coaching staff.

Disciplinary Procedure:

- Handled by the Coaching staff (Parents will be involved if anticipated discipline will result in a suspension).

Recommended Discipline:

- As determined by the coaching staff (including but not limited to, extra laps, clean-up duties, suspension from practice, and/or suspension from meet(s)).
- Repeated Class III offenses may result in the offense being considered a Class II Objectionable Behavior.

During all investigations into allegations of Class I & II offenses, involving questioning or interviewing of the subject swimmer, a parent, or guardian of such swimmer shall be present.

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GRIEVANCE POLICY AND PROCEDURE

Policy Goals

The Brunswick Aquatic Club is committed to providing a safe and supportive environment for its coaches and swimmers. As part of this commitment, BAC has established a procedure to resolve grievances regarding the conduct of swimmers and coaches. This procedure is intended to:

1. place primary responsibility with the BAC coaches to resolve disputes between swimmers and take necessary disciplinary action regarding inappropriate conduct by swimmers; and
2. provide a timely and equitable procedure for the review of the coaches' disciplinary decisions, and for addressing issues regarding coaches' conduct.

Coaches Responsibilities

In accordance with BAC's Disciplinary Code and Procedures, the BAC coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion in imposing any discipline, and that any disciplinary action will take into account:

1. the nature and severity of the conduct,
2. any prior disciplinary actions regarding the swimmer,
3. the adverse effect of the conduct on other swimmers,
4. the application of the Code of Conduct, and
5. the application of the Disciplinary Code and Procedures.

Examples of disciplinary action include verbal warning, temporary time out from a practice, notification to the swimmer's parents, temporary suspension from some or all of BAC activities, and expulsion from BAC. These examples are not exclusive, and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action. However, the coaches will take any immediate action that is necessary under the circumstances to ensure the safety of swimmers.

Grievance Procedure

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1. If a parent or swimmer feels it is necessary to raise the issue of inappropriate conduct by a member of BAC, the person should relay his or her concerns to a coach as soon as is reasonable under the circumstances. If the issue concerns a swimmer, it is expected that, if available, the report would be made to the coach for the swimmer who is the subject of the report. The report may be made orally or in writing.

If the report concerns the conduct of a coach, the report should be made to the coach who is the immediate supervisor of the coach who is the subject of the report. If the issue concerns the Head Coach, the report should be made to the President of the BAC Board of Directors. If the President is not reasonably available, the report should be made to the Vice President, if reasonably available. Otherwise, the report may be made to any member of the Board of Directors.

2. If a swimmer, or the parent of a swimmer, is not satisfied with the disciplinary decision of a coach directed at the swimmer, the person may request the review of the decision as specified in No. 1 above.

The following procedure applies to (1) a person making a report, as specified in No. 1 above, or (2) a swimmer or parent dissatisfied with a coaches' disciplinary action, as specified in No. 2 above. Collectively, the dissatisfied person is referred to as "the person".

The BAC Board of Directors is solely responsible for taking appropriate disciplinary action, at its discretion, regarding the Head Coach.

3. If the person is not satisfied with the action of the coach, the person may request that the coach's decision be reviewed by the immediate supervisor of the coach. Once that decision is made, the person may ask that the decision of the supervising coach in turn be reviewed by that coach's immediate supervisor. As an example, decisions of the Assistant Coaches will be reviewed by the Head Coach. Absent circumstances beyond the control of the person, any requests for review must be made within 7 days of the date the coach relays his or her decision to the person.

It is expected that the coach will convey his or her decision as soon as reasonably possible considering the circumstances. The failure of a coach to timely make a decision is a basis for requesting review.

4. If the person is not satisfied with the decision of the Head Coach, the person may request that the decision be reviewed by the BAC Grievance Committee.

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- a. The Grievance Committee will be appointed by the President of BAC at the beginning of each swim season. The Committee will consist of three members and one alternate: (1) two unrelated parents of a BAC swimmer; (2) the Immediate Past President (if available), who shall also be the Chair of the Committee. Any alternate shall be selected at the discretion of the President. The Chair of the Committee, may not be a current member of the Board of Directors.
 - b. Absent circumstances beyond the control of the person, any request for review must be made in writing (including email), to the Chair of the BAC Board of Directors Grievance Subcommittee within 7 days of the date the Head Coach notifies the person of his or her decision.
 - c. Upon receipt of the request for review, the Grievance Subcommittee will conduct an investigation which is reasonable in regard to the nature of the issue, to obtain the necessary facts. It is expected that this investigation would normally include personal interviews with the parties involved, and may include written testimony.
 - d. Except in unusual circumstances, the Grievance Subcommittee should complete its investigation within 10 days of the date of receipt of the request for review.
 - e. Upon completion of the investigation, the Grievance Subcommittee will hold a meeting and decide upon an appropriate response. The response may include affirming the decision of the Head Coach or revising the decision as the Committee deems appropriate. Except in unusual circumstances, the Grievance Subcommittee will hold its meeting within 7 days of completing its investigation
 - f. Any decision of the Grievance Subcommittee must be agreed to by a majority of the members of the Subcommittee. If a majority decision cannot be reached, the decision of the Head Coach will be automatically affirmed.
 - g. The decision of the Grievance Subcommittee will be conveyed in writing to the Head Coach and the person requesting the review. All of the proceedings of the Grievance Subcommittee, including the ultimate decision, will be kept confidential.
5. If the person requesting the review is not satisfied with the decision of the Grievance Subcommittee, the person may request in writing review by the full

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BAC Board of Directors. Any request for review must be made to the President of the Board of Directors. Except in circumstances beyond the control of the person, the request must be made within 10 days of the date the decision of the Grievance Committee is conveyed to the person.

- a. Upon receipt of the request for review, the President will notify the Chairperson of the Grievance Subcommittee of the request for review, and request the Chairperson to report the findings and decision of the Subcommittee at the appropriate meeting of the Board of Directors.
- b. The President will schedule appropriate time to consider the request for review at the Board meeting schedule to occur immediately following receipt of the request for review, provided that adequate time is available for the Grievance Subcommittee to prepare its presentation, the President determines that a quorum will be present and that adequate time to consider the request is available. If the review does not occur at the Board meeting, it must be considered at the next scheduled Board meeting.
- c. The President will notify the person requesting review of the date and time that the request for review will be considered, and invite the person to attend the meeting. The President will allow appropriate time, in the President's discretion, for the person to advise the Board of the nature and reasons for disagreement with the decision of the Grievance Committee. No testimony will be heard by the Board.
- d. All proceedings regarding the request for review will be in Executive Session, and BAC swimmers, coaches, and parents, may not attend. Immediately after the presentations by the person requesting review and the Chair of the Grievance Subcommittee, the Board of Directors will determine whether to affirm or modify the decision of the Head Coach. Neither the person requesting review nor the members of the Grievance Subcommittee may be present during this determination.
- e. The decision of the Board of Directors must be agreed to by a majority of those members present and participating in the review (excluding the Grievance Subcommittee). If a majority decision cannot be reached, the decision of the Grievance Subcommittee will be automatically affirmed.

Within 3 days of its determination, the President will relay in writing the decision of the Board of Directors to the person requesting review and the Chair of the Grievance Subcommittee. The decision of the Board of Directors is final and not subject to further review.

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6. The coach making the disciplinary decision will determine the beginning time and date for the imposition of the disciplinary action (i.e., a verbal warning is effective immediately; a suspension may occur in the future).
 - a. Any disciplinary action will be stayed while the action is being reviewed pursuant to the provisions of the Grievance Policy.
 - b. Any disciplinary action which will result in a swimmer's exclusion from participation in a North Carolina Swimming sanctioned swim meet may be subject to the review process as set forth in the Bylaws of North Carolina Swimming, Section 110.

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ACTION PLAN OF THE BRUNSWICK AQUATIC CLUB TO ADDRESS BULLYING

PURPOSE

Bullying of any kind is unacceptable at BAC (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that BAC takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;

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- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete or member who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the athletes or members involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE ATHLETES OR MEMBERS INVOLVED** using the following approach:

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FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- a. Keep all the involved athletes or members separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes or members are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the athletes or members involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted athlete or member feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the athletes or members involved.

SUPPORTING THE ATHLETES OR MEMBERS INVOLVED

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3. Support the athletes or members who are being bullied

- a. Listen and focus on the athlete or member. Learn what's been going on and show you want to help. Assure the athlete or member that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied athlete or member. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the athlete or member being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the athlete or member who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the athlete or member knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show athletes or members that bullying is taken seriously. Calmly tell the athlete or member that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the athlete or member to understand some of the reasons he or she bullied. For example:
 - i. Sometimes people bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times athletes or members act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the athlete or member who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the athlete or member can:
 - i. Write a letter apologizing to the athlete who was bullied.

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- ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
- i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the athlete or member who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
5. **Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes or members can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. Help the athlete or member being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

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ELECTRONIC COMMUNICATION POLICY OF THE BRUNSWICK AQUATIC CLUB

PURPOSE

The *Brunswick Aquatic Club* (BAC) (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult’s personal life , social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

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With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, INSTAGRAM, TWITTER, SNAPCHAT, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

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TWITTER

Best Practice: The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

Brunswick Aquatic Club adheres to USA Swimming’s Minor Athlete Abuse Protection Policy (MAAPP), updated for Sept 1 2021. The full policy can be found on our website, <https://www.teamunify.com/team/ncbwac/page/safe-sport> and at www.usaswimming.org/maapp

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PARENT CONTRACT

The following conditions are part of your agreement to be a member of the Gators Swim Team:

1. Membership requires the following:
 - Signing and complying to the terms of this swim team Parent Contract
 - Payment of all assessed fees
 - Fulfillment of family volunteer commitment
2. Our coaches are trained, experienced and certified USA Swimming coaches. It is their responsibility to coach your children. Please leave the coaching to the coaches.
3. BAC is a non-profit organization. We derive our funds from membership dues, fundraising events and sponsorship. We utilize these funds primarily for coaching salaries, equipment, facility costs and team functions and home & away swim meet costs.
4. Swim team dues are due on the 1st of the month and late after the 15th of the month. It is the responsibility of its members to ensure their membership dues are paid by the 1st of each month. Dues may be paid online at www.gatorsswim.com through the members account. Swimmers will be unable to swim, if their account is sixty (60) days past due, until the account is brought current.
5. It is the intent of BAC to host meets annually. The BAC Gators meet schedule is found in the Events section of our website at www.gatorsswim.com. Please mark them on your calendar. These meets are fundraisers for the club to help cover the cost of operations throughout the year. They are a very important part of our annual budget.
6. All families are required to commit Fifteen (15) hours of worked time annually to help run meets and other events hosted by BAC. Duties at BAC's hosted meets include shoppers, food preparation in advance of the meet, meet set-up and tear down, check-in, awards, staging, administration, marshal, head timer, announcer, waste management & restrooms, coach's hospitality and concessions. Additional volunteer opportunities include the Swim-A-Thon and Intrasquad meet. We want to emphasize how very important it is that we all work together to maintain the high standards BAC exemplifies and to help more evenly share the work effort required to provide well run meets for our swimmers and guests. BAC cannot host a meet without adequate parental support. If volunteer hours are not fulfilled by the culmination of the swim season, each family will be charged back ten dollars (\$10.00) per unfulfilled hour, up to a total of one hundred and fifty dollars (\$150) for all fifteen (15) hours.

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7. It is the intent of BAC to attend at least one swim meet per month. Swimmers are invited to attend every meet on our BAC calendar in which they are qualified to swim. Parents are expected to accompany their swimmer(s) to meets for cheering and support. Parents may be required to volunteer a minimum of 1 session as a timer when your swimmer is participating in a swim meet not hosted by BAC, if needed by the host team.

8. Bullying of any kind is unacceptable at BAC (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

9. I acknowledge that I have received, read and understood the Minor Athlete Abuse Prevention Policy and/or that the Policy has been explained to me or my family and the additional athlete protection measures set forth by Brunswick Aquatic Club. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with Brunswick Aquatic Club.

I hereby acknowledge receipt of the Team Handbook, inclusive of Codes of Conducts, Athlete Protection Policy, Disciplinary Policy and Procedure, and Grievance Policy and Procedure, Bullying Policy, and Social Media Policy. I agree to the above stated terms and accept the responsibilities involved with being a BAC Gators team member. I understand if I do not meet the requirements of this contract that I and my children may be requested to leave the team.

Printed Name of Parent or Guardian: _____

Swimmer(s) Name(s) _____

Signature of Parent or Guardian: _____

Date: _____